

# MEMORANDUM

2006-7

TO: ALL PAYROLL/PERSONNEL OFFICERS

## NDPERS PRE-RETIREMENT EDUCATION PROGRAM

October 12, 2006

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Please make a copy of the **Invitation/Registration Form** for each employee in your agency to notify him or her of the upcoming **NDPERS Pre-Retirement Education Program** being offered in **Fargo**. The program is designed for individuals who have not previously attended a NDPERS Pre-retirement Seminar. It will be held at the Doublewood Inn - Woodland South Room from 8:00 a.m. to 5:00 p.m. on October 12, 2006. Registration begins promptly at 7:15 a.m. Cost of attendance is \$20.00 per NDPERS member. Spouses are encouraged to attend at no extra cost. Please see additional details below.

### REGISTRATION

The registration form should be sent to NDPERS no later than September 15. Registration forms received after September 15, 2006 will not be accepted. Payment must accompany the completed registration form. No cash will be accepted! Checks should be made payable to "NDPERS".

This year the maximum attendance is 250 people, including spouses. Registration will be based on first come, first serve. Agencies with more than 20 interested members should contact the NDPERS office (Michele Forest 701-328-3923) about conducting their own seminar. **REGISTRATIONS WILL NOT BE TAKEN OVER THE TELEPHONE!**

## **IDB SYSTEM**

State agencies may wish to be billed through the IDB system. If your department is equipped with the IDB system and wishes to be billed through IDB, please group all attendee's registration forms together and send them along with a letter that includes the following information:

1. Name of agency to be billed
2. Agency contact person's name and telephone number
3. Agency's IDB billing number

## **REMINDER NOTICE**

An agenda will be sent via email to all registered NDPERS members on or before September 21, 2006.

## **MATERIALS**

Each registered NDPERS member will receive a binder the day of the seminar. Spouses will share a binder unless registered separately.

## **REFUNDS**

No refunds will be granted for cancellations received after **September 15, 2006**.

## **VACATION TIME**

NDPERS cannot require you to provide time off for your employees to attend this program. However, we encourage you to provide them with the time off without requiring them to take a vacation day if at all possible.

## **SPONSORING A PRE-RETIREMENT EDUCATION PROGRAM (PREP)**

If you are interested in sponsoring a **Pre-Retirement Education Program** in your area, please contact the NDPERS office (Michele Forest 328-3923) for more information. A facilitator's handbook is available so you can get an idea of what would be involved. If you are a smaller employer or cannot provide the minimum of 20 people, we encourage you to combine efforts with other participating employers in your area. We have had several co-sponsored programs both outside of Bismarck and in Bismarck that went very well! To secure a date, you must provide a written request to the retirement staff indicating at least two dates that would be acceptable. A minimum of 90 days lead-time is necessary for programs held outside of Bismarck. NDPERS only conducts one seminar per month so get your requests in early.

**Any individual requiring an auxiliary aid or service must contact the NDPERS ADA Coordinator at 328-3900 at least 5 business days before the scheduled meeting.**